

**COLSTERWORTH & DISTRICT PARISH COUNCIL
FINANCE AND ADMINISTRATION COMMITTEE**

CONFIRMATION OF MEETING

Time Date and Venue: 7.15pm 16th April 2019 - Colsterworth Village Hall
Members: Cllrs: J Walden, C Hainsworth, L McShane, J Weston and Clerk: S Grant

AGENDA

	Agenda Item	Supporting documents/Notes	TOR
1	Apologies		
2	Notes of previous meeting 15 th January 2019	Submitted and approved by Parish 5 th February 2019	-
3	Reconciliation of Q4 accounts (January to March 2019)	To be provided by Clerk/RFO Including rental agreements and annual specifications and contracts (carried forward from February review)	1.1. 2.1., 2.8. 2.11, & 2.13
5	Monitoring recommendations/ actions from internal and external audit	Audit arrangements TBC for 2019/2020	2.14.
6	Budget setting for 2019/2020	Update by Clerk	1.3., 1.4., 1.5 2.3, 2.4. & 2.5.
7.	To annually review risk and asset registers	<ul style="list-style-type: none"> • Risk Register presented to Parish Council 02 April 2019 • Asset Register to be provided by Clerk for review 	1.6. 2.10.
8	Projects and Grant applications	<ul style="list-style-type: none"> • War Memorial • Nature Trail • Summer Fitness camp • Highways and Footpaths • Other 	1.2. 2.6.
9	Employees appraisals, pay, hours and pension	Update by Clerk	2.9.
10	Any Other business	Policies and procedures for review: September 2019	-
11	Date and time of next meeting	July 2019	-

TERMS OF REFERENCE

1. RESPONSIBILITIES:

1. General financial oversight
2. Funding including grant applications
3. Financial planning and budgeting
4. Financial reporting to Council and the public
5. Banking, bookkeeping and record keeping
6. Control of fixed assets

2. TASKS:

1. To note the quarterly bank reconciliations (Q1: July, Q2: October, Q3: January and Q4: April)
2. To annually review the financial regulations (first meeting after appointment of committee)
3. Liaise with the council from October to produce a draft budget for the following year
4. Produce draft budget for council to review in November and agree in December
5. Submit budget for final approval in December
6. To consider grant applications and make recommendations to council
7. To consider necessary expenditure and make recommendations to council
8. To review rental agreements (February)
9. To manage employees of the council and conduct employee reviews including grievances and disciplinarys (including appeals)
10. To annually review risk and asset registers (October)
11. To review annually specifications and contracts for contractors (February)
12. To produce end of year accounts and necessary sign off
13. To provide council with quarterly reconciliation of annual budget (Q1: September (no meeting in August), Q2: November, Q3: February and Q4: May)
14. To monitor implementation of recommendations from internal and external audits